

3144 - INSPECTION SERVICES COORDINATOR

NATURE OF WORK

Highly responsible, administrative, supervisory and technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances and regulations in the City's Building Department. Work involves both office and field duties in effectively scheduling, coordinating and monitoring all inspections conducted by the Building Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Coordinates and schedules intradepartmental and interdepartmental inspections; supervises and monitors responses to daily inspection requests.

Reviews building plans, blueprints, specifications, and material lists to determine compliance with applicable regulations and good building and construction practices.

Troubleshoots problems associated with inspections at all construction sites.

Acts as the liaison between developers, contractors and homeowners, and various inspection sections within the Building Department and other City agencies.

Investigates complaints associated with inspections, problem-solve and provide on-site code-related dispute resolutions.

Recommends new or amendments to methods, policies and procedures pertaining to inspection services provided by the department.

Detects and investigates reported and unreported hazards, possible safety problems, and violations; determine conformity with established standards and approved plans.

Establishes cooperative relationships with the development community, business owners, community groups and organizations; identifies inspection service delivery issues.

Reports suspected or known violations of zoning, electrical, plumbing, mechanical, licensing, fire, marine, and planning standards to appropriate authority.

Prepares and maintains reports, records, and correspondence concerning building code enforcement and inspection activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of national, state, and local laws, codes, ordinances, regulations, etc., regarding construction, alteration, and repair of buildings and other structures.

Thorough knowledge of general building design and construction.

Thorough knowledge of good construction practices.

Considerable knowledge of mechanical, electrical, plumbing and fire codes, and effective construction practice.

Ability to read and interpret blueprints, plans, drawings, specifications, diagrams, etc. and to determine conformance with established standards.

Ability to read, understand, explain, and apply regulations.

Ability to make technical inspections and render valid decisions.

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Ability to enforce regulations tactfully, firmly and impartially.

Ability to effectively plan, organize, schedule, monitor and analyze all inspection activities.

Ability to establish and maintain effective working relationships with other employees, agencies and the public.

Ability to make arithmetic and statistical computations with speed and accuracy.

Ability to communicate effectively both verbally and in writing.

Ability to use appropriate computer software to generate inspection requests and action reports.

Ability to testify effectively in court and before related boards.

Ability to research data and originate legal documents and other instruments of law.

Ability to prepare clear and concise records, reports, correspondence, and other documentation.

Ability to coordinate inspection work among the department's employees in a manner conducive to full performance and high morale.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Construction Management, Architecture or other related areas. Minimum of five years construction experience in a supervisory capacity. A current license from the State of Florida as an Architect or Engineer, OR a General Contractor's license issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades qualifying Board. Experience can substitute for education on a year-for-year basis. Valid Driver's License.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, bending, kneeling, crawling and reaching. Must have the ability to maneuver over construction sites and within buildings. Must be able to drive an automobile.

SUPERVISION RECEIVED

General and specific assignments are received from supervisor. Work is performed with considerable latitude for the use of independent judgment. Work is reviewed and evaluated through verbal and written reports.

SUPERVISION EXERCISED

No direct subordinates, but coordinates the work among various inspection sections.

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